- **Date** – inserts a placeholder in the selected area for the current date, which will be repeated in the header/footer on each page of the spreadsheet.
- **Time** – inserts a placeholder in the selected area for the current time, which will be repeated in the header/footer on each page of the spreadsheet.

# Exporting to PDF

Calc can export documents to PDF (Portable Document Format). This industry-standard file format is ideal for sending a file to someone else, for viewing using Adobe Acrobat Reader or any other PDF viewer.

> ⚠️ **Caution**
>
> By default, a document in PDF format is not protected against contents tampering or editing. The PDF document contents can be edited by specialized software tools, including LibreOffice Draw.

> ℹ️ **Tip**
>
> Unlike **Save As**, the **Export** command writes a copy of the current document in a new file with the chosen format, but keeps the current document and format open in your session.

## Quick export to PDF

Click the **Export Directly as PDF** icon on the Standard toolbar to export the entire spreadsheet using the PDF settings most recently selected on the PDF Options dialog (see below). You are asked to enter the file name and location for the PDF, but you do not get a chance to choose a page range, image compression, or other options.

## Controlling PDF content and quality

For more control over the content and quality of the resulting PDF, use **File > Export as PDF**. The PDF Options dialog opens. This dialog has six tabs (*General*, *Initial View*, *User Interface*, *Links*, *Security*, and *Digital Signatures*). Select the appropriate settings, and then click **Export**. Then enter the location and file name of the PDF to be created, and click **Save** to export the file.

> ℹ️ **Tip**
>
> You can also access the PDF Options dialog by going to **File > Export** on the Menu bar and then then selecting the **PDF - Portable Document Format** entry in the *Save as type* drop-down menu.

### General tab of PDF Options dialog

On the *General* tab (Figure 204), you can choose which pages to include in the PDF, the type of compression to use for images (which affects the quality of images in the PDF), and other options. For more information, see the *Getting Started* guide or the Help. In most cases, the defaults will be what you need.